STATINTL

Approved For Release 2001/07/12: CIA-RDP78-07317A000100180011-3

Next 1 Page(s) In Document Exempt

| Appr8566RPSr GONERSE 2004FD07Lf2: CIA-RDP76 ICE, DIVISION. BRANCH O/Logistics Office of the Director | | CONCURRENCE |
|--------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|
| | | |
| O/Logistics Office of the Director | | SIGNATURE |
| | | TITLE DATE |
| FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| supersedes Schedule 34-69A Office of the Di | rector | |
| | | |
| | | |
| | appr | STATINTL POVED:- Date |
| | | Gniel Records Administration Branch |
| | | |
| | | |

(41)

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3

CROSS REFERENCE SHEET

Office of Logistics Records Control Schedule 3400 Office of the Director

| 01d Schedule (Jun 69) | New Schedule (Nov 73) Item |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1 2 3 deleted transferred to schedule 3400.01 4 | 1 2 3 4 New item 5 |
| Office of Logistics Records Control Schedule 3400.01 Executive Office | |
| 01d Schedule (Jun 69) Item | New Schedule (Nov 73) Item |
| <pre>1 deleted - to be incorporated in another schedule (in draft stage) 2</pre> | 1 2 thru 5 New items (Item 5 was previously item 3 in 3400) |

| | Approveder control 2001-1001-14 (1914) CTR 184 | 791 7800 0 | 3400 – 7 | <u>3</u> |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| OFFICE. | DIVISION, BRANCH | | \$10 | ATINTL |
| Office of Logistics, Office of the Director | | L | TITLE Director of Logistics | 1 4 NOV 1973 |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INST | |
| 1. | Chrono Files | | | |
| | Copies of memoranda and documents originated, signed, concurred, or approved by the Director or Deputy Director of Logistics. Filed chronologically. (Not official files). | | Temporary. Cut off at end Retain 1 year and destroy. | of calendar year. |
| 2. | General Personnel Data | | | |
| | Various documents pertaining to OL personnel, such as recommendations for assignment, promotion, QSI's, conduct, retirement, and papers of a general personnel nature. | | Temporary. Retain for ref 1 year and destroy. Origi papers are sent to P&TS fo in official files. See Sc | nals or official r incorporation |
| 3. | General - Project Files | | | |
| | Files consist of all documentation, background material, working papers, drafts, related papers, etc., on current projects being worked on or monitored by the D/L and DD/L. | | Temporary. Upon completion of the project, official fare forwarded to appropriate Division responsible for the Balance of material to be | iles and papers te Staff or he project. |
| 4. | KY-3 Files | | | |
| | File consists of cards, directory, operating manual, crypto accountability records, etc. used in connection with the operation of the KY-3. | | Temporary. Destroy when s longer needed. | uperseded or no |
| | | | | ., -,, |
| | Administrative | | | |

| | TEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS | |
|---|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------|--|
| | | Approved For Release 2001/07/12:.CIA-RDP78 | VOLUME DISPOSITION INSTRUCTIONS LCIA-RDP78+07317A00D100180011-3 | | |
| l | 5. | Approved For Release 2001/07/12: CIA-RDP78 Reference Material Administrative | - Intern | al Use Only | |
| | | Various publications, pamphlets, books, directories, etc. used for ready reference. | | Temporary. Destroy when superseded or no longer needed. | |
| | | b. OGC Reference Material | | | |
| | | Law books and other publications used by the representative of the Office of General Counsel in administering the legal aspects of logistics matters. | | Temporary. Destroy when superseded or no longer needed. | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | · | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | Administrative - | Interna | Use Only | |
| F | RM NO. | 139a USE PREVIOUS DECODOS CONTROL SCHEDIUS | | | |

| | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Appr8560RDSr CONTROL 200HEOULT2 A PHINTIPP 75 | 0 7 3 1 7/ 00 0 | schedule No. 10018 1001 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| OFFICE, DIVISION, BRANCH | | | CONCURRENCE |
| Off. | Office of Logistics, Executive Office | | TINTL |
| | | Director of Logistics 14 NOV 1973 | |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| 1. | Chrono Files | | |
| | Copies of memoranda and other documents prepared by the Executive Office used for ready reference. | | Temporary. Cut off at end of each calendar year. Retain 1 year and destroy. |
| 2. | Administrative Files | | |
| | Files containing material on Ames Center parking spaces, Blood Donor program, Bond Drives, etc. | | Tempovary. Retain a l-year level, destroy balance. |
| 3. | Weekly Activity Reports | | |
| | Copies of weekly activity reports submitted to the DD/M&S. | | Temporary. Retain in current file area 6 months then forward to R&S Branch for incorporation in D/L official files. (See schedule 3400.02 Item 1) |
| 4. | Project Working Files | | |
| | Files consist of all documentation, background material, working papers, drafts, etc. on current projects and studies being handled and monitored by the EO, AEO and SA/D/L. | | Temporary. Upon completion or termination of the project, official files are either incorporated in the D/L files maintained in R&S Br. or forwarded to appropriate Staff or Division responsible for the project. Balance of material to be destroyed. |
| 5. | Document Control Files | | |
| | Form 238 "Document Control Ticket" used as a log to record receipt, routing, control and dispatch of all incoming and outgoing correspondence in the Executive Office and the Office of the Director. | | Temporary. Cut off at end of calendar year. Retain 1 year and destroy. |
| | Administrative - | Internal | Use Only |

| h | Anned FORENCE MANAGEMENT 2004 (07/140 - CIA DDD 2000) | N. 2-4 T-4-200 | SCHEDULE NO. 37.60 V | | |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------|------------------------------------------------------|--|
| , | Approximation from the Renet 290 ft 2007/12 : CIA-RDP 56 | CRET | 00180011-3 34-09-A CONCURRENCE | | |
| OFFICE | , DIVISION, BRANCH | ······ | SIGNATURE | | |
| Office of Logistics, Executive Office | | | | 25X1A | |
| | | | TEMPS OF LOGISTICS DATE | 1 9 JUN 1969 | |
| NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTI | | |
| 6. | Employees! Suggestions | | | | |
| | a. Copies of comments, memoranda, etc. regarding employees; suggestion. Filed by suggestion number. 1967 - 1969. | 0.5 | Temporary. Cut off at the end Retain two years and destroy. | of each year. | |
| | b. Log of employees' suggestions received, subject, to whom assigned for evaluation, etc. | 0.1 | Temporary. Cut off at the end of Retain two years and destroy. | of each year. ே\$ | |
| 7. | Chrono Files | | | 12-10 | |
| | Copies of memoranda and other documents prepared by the Executive Office used for ready reference. 1968 - 1969. | | Temporary. Cut off each three r six months and destroy. | onths. Retain | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | GROUP 1 xcluded from automatic downstading and | |
| M NO. | 39 USE PREVIOUS | :RFT | <u></u> | declasalfication | |

(41)